

Value Analysis (Part II)

January 10th—Better Value through Quality Inspection—Components and Raw Materials.

LECTURER: R. MacKay,
Ford Motor Company of Canada,
Limited.

January 17th—Better Value through Cost Analysis.

LECTURER: K. R. Revill,
Philco Corporation of Canada Limited.

January 24th—Better Value through Inventory Control.

LECTURER: H. J. Baird,
Board of Education,
Township of North York.

Sales Tax

January 31st—Sales Tax Act.

LECTURER: J. A. MacDonald,
The Electric Storage Battery Company
(Canada) Limited,
Toronto, Ontario

Customs Procedures

February 7th—Customs Procedures—Part I

February 14th—Customs Procedures—Part II

LECTURER: E. H. Blair,
International Customs Brokers Limited,
Toronto, Ontario.

Traffic

February 21st—Role of Traffic in Purchasing Department.

LECTURER: R. A. Blackborow,
Canada Iron Foundries Limited.

February 28th—Business Letter Writing.

LECTURER: Angus M. Dixon, M.A.,
Bloor Collegiate.

March 7th—Case Study.

LECTURER: M. R. Leenders, B.A.Sc., M.B.A.,
University of Western Ontario,
School of Business Administration.



UNIVERSITY OF TORONTO
UNIVERSITY EXTENSION

Session 1960-61

Course in

PURCHASING

sponsored by the

PURCHASING AGENTS' ASSOCIATION OF TORONTO

P84 0225
(65)

PURCHASING

TUESDAYS

18 Lectures

The Purchasing Agents' Association of Toronto sponsors this course for the special training of purchasing agents, their assistants and those interested in broadening their knowledge of the purchasing field. Approximately half the content will be concerned with economics, accounting and law, and the remaining half will deal with some of the specific administrative problems faced by a purchasing agent.

COURSE CHAIRMAN:

Mr. C. A. Devine,
Canadian Pittsburgh Industries Ltd.,
48 St. Clair Avenue West.

TIME: 7:30 p.m.

Fall Term: October 11th–December 13th.

Winter Term: January 10th–February 28th.

PLACE: Room 123, Wallberg Building.

FEE: \$35.00.

Registration:

By mail or in person at Room 207, 65 St. George Street, 9 a.m. to 5 p.m. daily except Saturdays. Information may be obtained by telephoning WA. 3-6611, locals 301, 304, 528, 527. In order to accommodate students and enable them to enrol during the evening, registrations will be taken:

Monday, September 12th

Monday, September 19th

from 7:30 to 9 p.m. in the Wallberg Building, corner of St. George and College Streets.

PROGRAMME

Legal Aspects of Purchasing

October 11th—Contract Studies.

October 18th—Sale of Goods Act.

LECTURER: M. Ricketts, Q.C.,
Ricketts, Farley & Lowndes,
Toronto, Ontario

Principles of Purchasing

October 25th—Principles of Organization.

November 1st—Principles of Good Procedures.

November 8th—Administration and Purchasing Ethics.

November 15th—Budgets and Report Writing.

LECTURER: D. B. Morin, C.A.,
Deloitte, Plender, Haskins & Sells,
Toronto, Ontario

Value Analysis (Part I)

November 22nd—Better Value through Better Packaging, Materials Handling and Manufacturing Methods.

November 29th—Better Value through Better Suppliers, Purchasing Techniques and Operations.

LECTURER: John H. Carlick,
The Electric Storage Battery Company
(Canada) Limited,
Exide Industrial Division,
Toronto, Ontario

December 6th—Case Study.

LECTURER: M. R. Leenders, B.A.Sc., M.B.A.,
University of Western Ontario,
School of Business Administration.